

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U.S. Post Office and Courthouse
Omaha, Nebraska 68102

DM 37-1-6

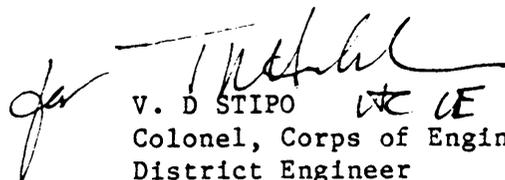
MRODC-F

Memorandum
No. 37-1-6

2 January 1981

Financial Administration
QUALITY ASSURANCE PROGRAM

1. Purpose. To prescribe policies and procedures for the Quality Assurance Program.
2. Applicability. This memorandum is applicable to the Finance and Accounting Branch and Civilian Payroll Office, Office of the Comptroller, Omaha District.
3. References. AR 11-37, and OCE Suppl 1 thereto.
4. Responsibilities. The Finance and Accounting Officer and the Chief of the Civilian Payroll Office are responsible for their respective Quality Assurance Programs.
5. Procedures.
 - a. The Quality Assurance Program includes the following procedures:
 - (1) Scheduling and performing continuous reviews, studies, and selective examinations of all areas in the Finance and Accounting Branch and Civilian Payroll Office.
 - (2) Reviewing and analyzing reports resulting from higher headquarters Finance and Accounting Assistance Team visits.
 - (3) Developing and submitting periodic operational reports to the District Engineer to apprise that individual of the District's financial operations.
 - b. Checklists pertaining to all functional elements in the Finance and Accounting Branch and Civilian Payroll Office will be utilized to facilitate the Quality Assurance Program in meeting the objectives of AR 11-37. The checklists are not all inclusive and are subject to change during review. Functional element supervisors will be notified and furnished their respective checklist for familiarity 2 weeks prior to the review of their section or unit.


V. D STIPO *etc CE*
Colonel, Corps of Engineers
District Engineer

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